



JOINT PROGRAM MANAGEMENT OFFICE FOR HOUSEHOLD GOODS SYSTEMS (JPMO HHGS)

DEFENSE PERSONAL PROPERTY SYSTEM (DPS)

TRANSPORTATION SERVICE PROVIDERS (TSP) QUALIFICATION USER GUIDE TSP EDITION Version 08

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1 INTRODUCTION

1.1 FAMILIES FIRST

The Department of Defense (DoD) administers its *Families First* Personal Property Program on a calendar year basis. Prospective vendors, hereafter referred to as Transportation Service Providers (TSPs), are invited to establish or renew their participation in the program at the beginning of each calendar year. Becoming a participating TSP is contingent upon furnishing the necessary credentials and submitting acceptable rates for household goods moving and storage services that you intend to offer. This guide covers TSP registration and qualification, referred to as *TSP Qualification*, which is conducted annually during an *Open Season* and is a prerequisite to establishing your rates.

Data resulting from your participation in the program is continuously collected and periodically compared among other participants. Once qualified, your performance and rate competitiveness ultimately determine the volume of business that you are awarded relative to others.

1.1.1 Families First Programs

The DoD Personal Property Program has four components:

- **Domestic Personal Property Program.** Interstate and Intrastate domestic household goods (dHHG) shipments within the Continental United States (CONUS)
- **International Personal Property Program.** International household goods (iHHG) and International Unaccompanied Baggage (iUB) shipments to/from CONUS/Outside CONUS (OCONUS), as well as shipments between OCONUS destinations
- **Mobile Home/Boat (MOBO) Personal Property Program.** Movement of mobile homes/boats within CONUS using One-Time-Only (OTO) rates
- **Boat Personal Property Program.** Movement of boats within CONUS using OTO.

TSPs wanting to participate in any of these programs must be approved each year by the Military Surface Deployment and Distribution Command (SDDC) before filing rates. Qualification includes, but is not limited to, satisfying the Tender of Service (TOS), international tender and/or domestic tariff, and PowerTrack[®] agreement and certifications as applicable. PowerTrack is an online electronic billing and payment provision developed specifically for this program by U.S. Bank.

1.2 DEFENSE PERSONAL PROPERTY SYSTEM (DPS)

The Defense Personal Property System (DPS) enables you to exchange all correspondence with SDDC over the Internet, which is necessary to become a participating TSP. DPS enables you to subsequently accomplish many other program related tasks upon enrollment. In order to access DPS, you must first request an SDDC Electronic Transportation Acquisition (ETA) user identifier (ID). For information about ETA, to request access to DPS, and to access DPS after your ETA account has been established, visit: <https://eta.sddc.army.mil/>. There are several TSP user and representative/agent types:

- | | |
|----------------------------|-------------------------------|
| • Master | • Insurance Representative |
| • Operations Manager | • Bond Representative |
| • Quality Assurance | • Rate Filing Representative |
| • Claims | • Shipping Agent |
| • Financial Representative | • TSP Billing Representative. |

You will need at least one TSP Master user ID with a title of “President” to become and remain approved.

You initially use DPS to submit TSP Qualification forms and setup relationships with business partners who also must use DPS as part of the qualifications process. Setting up business relationships allows you to delegate preparation of certain required forms that must be submitted by third parties. You can also specify email addresses where you want to receive specific notifications that are automatically sent by DPS. Upon your acceptance into the program, all DPS capabilities are enabled. Online training is available to all DPS users. Click **Training** on the DPS menu for a list of available training materials specific to your user role.

1.2.1 TSP Qualification Forms

The *Electronic Tender of Service Signature Sheet (ETOSSS)* is the primary form in a *TSP Qualification Package (TSPQP)* and should be completed before beginning any other qualification document. The ETOSSS is a multiple-part form that covers:

- Types of service in which you intend to offer (described in Section 1.1.1)
- Your business name and address information
- Identification of key personnel
- Affirmations and certifications.

Types of service you specify on your ETOSSS determine additional form requirements. Table 1-1 identifies potentially required forms, in addition to third parties who must prepare and submit them.

Table 1-1: TSP Qualifications Forms

Form	Submitted By	Required for New Entrants	Post Approval Requirements
ETOSSS	TSP President or CEO, higher ranking	Yes	Update as needed
Certificate of Independent Pricing (CIP)	TSP President or CEO, higher ranking	Yes	Yes, as SDDC requests
Certificate of Responsibility (COR)	TSP President, or CEO, higher ranking	Yes	Yes, as SDDC requests
Financial Form	TSP Financial Representative (CPA)	Yes	Yes, at end of your fiscal year
Insurance Certificate	TSP Insurance Representative	Yes	Continuous until cancelled or upon SDDC request
Performance Bond	TSP Bond Representative	Yes, for domestic intrastate or international services only	Continuous until cancelled or upon SDDC request

Form	Submitted By	Required for New Entrants	Post Approval Requirements
Name Change Notification	TSP President	Notapplicable	As needed
Change of Ownership Novation	TSP President	Notapplicable	As needed

TSP Qualification involves DPS interaction among you, your representatives, and SDDC.

- **TSP interaction.** As a new entrant TSP (New Entrant), you complete and submit new forms online to SDDC; if renewing participation in the program, you update previously filed forms and resubmit them. You can also update certain items outside of Open Season. All TSP Qualification-related material that you submit to SDDC constitutes your TSPQP.
- **SDDC interaction.** SDDC Financial and Qualifications reviewers review and then either approve or reject forms within your package.

TSP and representative interaction with DPS are described herein.

Note: SDDC Review, Verification, and Approval procedures are covered in the *SDDC Work Queue Guide* intended for SDDC and other government users.

Within DPS, TSP Qualifications is administered under the following four tabs on the DPS menu that represent key actions you can invoke from any DPS page:

- **Document Status.** Provides a status of *required* forms
- **Qualifications Forms.** Permits access to *all* TSP Qualifications forms
- **TSPQP Form History.** Allows you to see and print any previously submitted form version
- **TSP Agents/Reps.** Allows you to manage relationships with your representatives, which enables them to access your information within DPS necessary to fulfill their roles.

1.2.1.1 Document Status

The *Document Status* page (Figure 2-2) is the TSP Qualifications page used by TSPs; it shows the status of all qualifications forms. If you are a New Entrant logging into DPS for the first time, the following forms appear with a *Required* status:

- ETOSSS
- CIP
- COR
- Financial Statement.

As you complete your ETOSSS and indicate the types of services you intend to offer, additional forms appear in your list of required forms, including Insurance Certificates and (likely) Performance Bonds. A CIP, COR, and Financial Statement are required from all TSPs—initially and annually.

After you save any information to a form, the form name appears within a list at the bottom of your *Document Status* page, in addition to a status, submitter name, and submission date. Possible statuses before and after submission are:

- **In Progress.** Form is being completed by you and pending your submission; forms *In Progress* are retained within DPS so that you do not have to complete them in their entirety prior to submission
- **Submitted.** Form version has been successfully submitted and cannot be changed
- **Under Review.** Form and all required forms within the associated TSPQP have been submitted; forms *Under Review* cannot be modified.
- **Approved.** Form has been accepted by SDDC
- **Rejected.** Form has been rejected by SDDC; an email message is sent to you explaining why. You must submit a new form version if any form is rejected.

1.2.1.2 Qualifications Forms

The *Qualifications Forms* page is another prospective of your current TSPQP that includes views of individual forms only.

1.2.1.3 TSPQP Form History

TSPQP Form History enables access to all of your previously submitted form versions. Non-current versions are automatically archived, retained indefinitely, and cannot be changed.

1.2.1.4 TSP Agents/Reps

Certain forms within a TSPQP *must* be completed and submitted by third-party representatives:

- **Financial Statement.** By your Financial Representative
- **Insurance Certificate(s).** By your Insurance Representative(s)
- **Performance Bond(s).** By your Bond Representative(s).

The *TSP Agent/Representative Relationship* page allows you to designate representatives who can prepare, modify, and submit these forms on your behalf. You grant access to specific forms within your TSPQP via the **TSP Agents/Reps tab**, which is available on the DPS menu. You can also use this function to see your current list of representatives and make changes at any time as needed.

1.2.2 TSPQP Forms Menu

Document Status, Qualifications Forms and TSPQP Form History pages all have a menu that allows you to move among the forms comprising your TSPQP and access Email Manager, as shown in Figure 1-1. Simply select a form name from the menu to view your version(s) of that form. You are first prompted to save or discard pending changes if changes are pending.



Figure 1-1: TSPQP Forms Menu

1.2.2.1 Email Manager

In some contexts, **Email Manager** appears on the TSPQP Forms Menu and enables you to specify where DPS is to send certain automatically generated email messages. By default, all email is sent to the email address of the first DPS user to successfully register under ETA. Unless you are a very small organization, you will likely want program related email forwarded based on subject matter. Use Email Manager to maintain your preferences.

To establish or change email forwarding:

1. Select **Email Manager** on the TSPQP Forms Menu as shown in Figure 1-1.

Your current routing of DPS email by subject matter appears.

2. Click the **Edit** button.

Fields appear where you can enter, change, and remove email addresses.

3. Make your desired adjustments and then click the **Save** button.

Your updated routing of DPS email by subject matter appears.

1.2.3 Qualification Process Overview

These are the typical steps New Entrants take to become approved Families First TSPs:

- Visit <https://eta.sddc.army.mil/> to obtain an ETA user ID with TSP access to DPS; at least one applicant must request a TSP Master User role with a title of “President”.
- Contact each of your representatives who will be involved with qualifying your business with DoD to ensure they also have DPS access—so that you can designate them
- Login to DPS, click **TSP Agents/Reps** tab on the DPS menu, and setup representative relationships in DPS to enable them to submit qualification forms specific to their role on your behalf
- Click **Document Status** on the DPS menu and then complete and submit an ETOSSS and other forms required of all New Entrants
- Complete and submit any additional forms required based on elections within your ETOSSS.

After all required forms are submitted, the status of all your forms becomes *Under Review* and your package is made available to SDDC for review and approval. SDDC reviews your package and notifies you of approval or rejection via email. You must resubmit any rejected forms before Open Season ends.

1.2.4 Acquiring Access to DPS

Access to DPS is administered by ETA—the SDDC centralized portal that controls access to many of their online systems. All DPS users must use ETA to request access to DPS and log in each time. For more information and to use ETA, visit <https://eta.sddc.army.mil/>.

2 TSP QUALIFICATION FOR DHHG PROGRAM

The Domestic Personal Property Program (referred to as the dHHG Program in this guide) includes Interstate and Intrastate shipments within CONUS.

2.1 VIEWING DOCUMENT STATUS

The *DPS Welcome Page* shown in Figure 2-1 appears when you log in. Your TSP Status is *Prospective*.

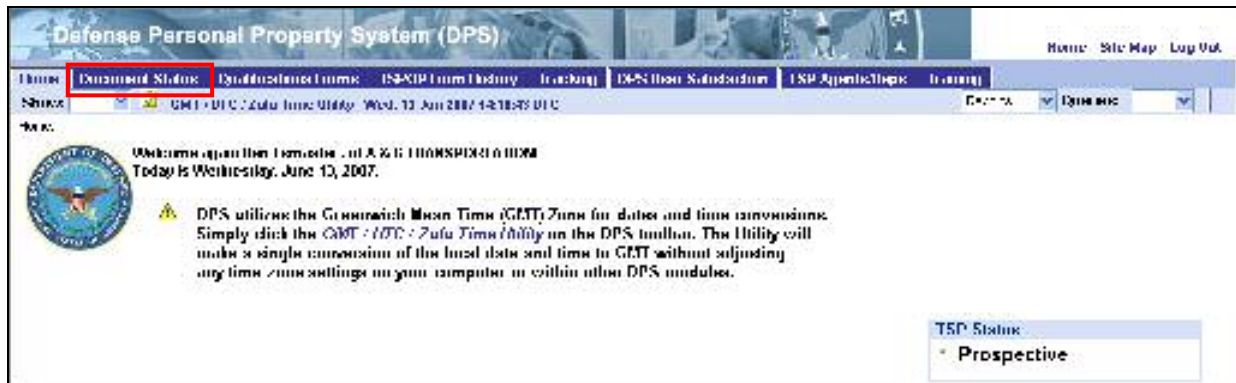


Figure 2-1: DPS Welcome Page

From the *DPS Welcome Page*, click **Document Status** on the DPS menu to see your current TSP Qualifications status. If you are a New Entrant, the Document Status appears as illustrated in Figure 2-2, indicating that ETOSSS, CIP, COR, and Financial Statement forms are all required. After you complete the first part of your ETOSSS, insurance certificates are required based on which services you apply for qualification within. Domestic Performance Bonds are required unless you indicate in your ETOSSS that your intended participation is domestic intrastate-only.

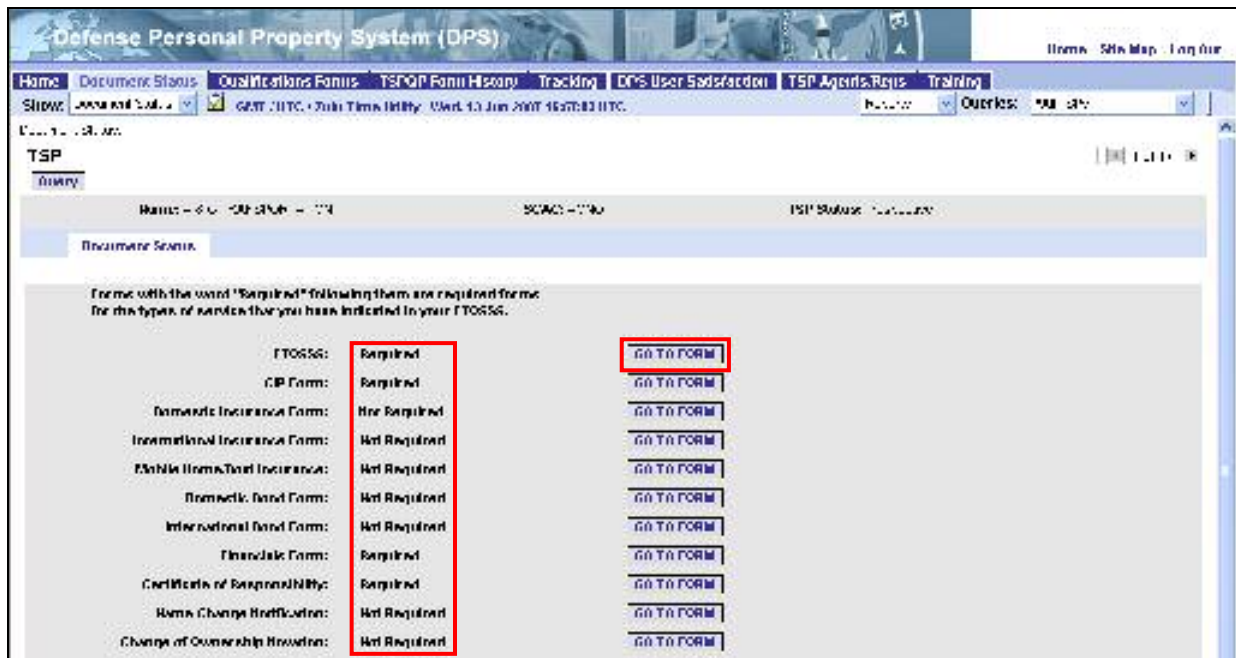


Figure 2-2: Document Status Page

The *Document Status* Page is divided into two sections: a document status summary that states the status of each form within the qualifications process and a Form Submission Status section (not shown), which shows details about each form you are currently using. Initial document statuses are:

- **Required.** The form must be submitted before your TSPQP is considered complete and can be reviewed by SDDC
- **Not Required.** The form is not currently required from you.

Note: Required forms are listed based off requirements listed in ETOSS completion. Forms can be submitted at any time, but they do not appear in the SDDC Queue until the whole package is submitted. Once the entire package is submitted, the status of the form changes to Under Review and cannot be edited or modified. Also, DPS does not wait for the ETOSSS to be approved and lists the required forms based on the selections made on the ETOSSS as the user progresses with the completion of the ETOSSS form.

In Figure 2-2, as initially seen by New Entrants, no forms appear in the Form Submission Status section at the bottom of the page (not shown) because none have been used. Statuses that appear in the Form Submission Status section can be any of the following that only apply to forms in use:

- **In Progress.** Created and partially or completely filled out but not submitted
- **Submitted.** Completed and successfully submitted
- **Under Review.** Moved into the SDDC work queue as part of a completed TSPQP
- **Approved.** Reviewed and accepted by SDDC
- **Rejected.** Reviewed and rejected by SDDC.

The following statuses are possible with certain forms after you have been accepted into the program:

- **Update as Necessary.** Same as “approved”
- **Cancel Pending.** Insurance or bond representative has given 30-day notice of cancellation
- **Cancelled.** Insurance or bond certificate has been cancelled
- **Re-certify.** Form must be updated and resubmitted to remain approved.

2.2 PREPARING ETOSSS

To begin the TSP Qualifications process, you must first complete an ETOSSS—comprising five sections:

- Type of Service
- TSP Processing Data
- Personnel
- Certification
- SCAC Change.

You can access your ETOSSS two ways:

- From the *Document Status* Page (Figure 2-2) in the row containing *ETOSSS*, click the **GO TO FORM** button.

- From the Show drop-down list at the upper left of the *Qualification Forms* Page, select “Type of Service.”

A blank Type of Service section, such as that illustrated in Figure 2-3, appears first when you access your ETOSSS.

2.2.1 Type of Service Section

The *Type of Service* Page is where you specify the types of service for which you are applying.

The screenshot displays the 'Defense Personal Property System (DPS)' interface. At the top, there is a navigation bar with links like Home, Document Status, Qualifications Forms, TSPOP Form History, Tracking, DPS User Satisfaction, TSP Agents Regis, and Training. Below this, a 'Show:' dropdown menu is set to 'Type of Service'. The main form area contains several sections: 'Personal Information' (with fields for Name, SSN, DOB, etc.), 'Service Information' (with fields for Service Number, Branch, etc.), and 'Other Information' (with fields for Address, Phone, etc.). A red box highlights the 'Edit' button located at the top left of the form area.

Figure 2-3: ETOSSS Type of Service Section

As a New Entrant, the *Type of Service* page appears with all blank fields. To enter your information within the form, click the **Edit** button at the top of the form. Fields into which you can enter your information appear as illustrated in Figure 2-4.

[illegible]

Figure 2-4: ETOSSS Type of Service Edit View—dHHG

Figure 2-4 shows an ETOSSS with required information and two programs selected. The first time you use the Type of Service section, all fields are initially blank. Interstate and Intrastate apply to the dHHG program. See Sections 3.1 and 4.1 for preparing your ETOSSS to participate in the International, Mobile Home, and Boat programs. A State Permit Number or an Articles of Incorporation Number is required for intrastate-only operations. TSPs offering Intrastate-only service also need a Motor Carrier (MC)/Freight Forwarder (FF)/Broker number. The minimum required fields are:

- Appropriate identifying number(s)—MC Number, FF Permit, or Broker Number
- State Permit Number or Articles of Incorporation Number if intrastate-only
- Check marks opposite Interstate and/or Intrastate indicating dHHC qualification being sought.

MC and FF numbers are validated against United States (U.S.) Department of Transportation (DOT) records. You must enter “N/A” within any required ETOSSS field (denoted with a red asterisk) that is not applicable.

To complete ETOSSS Type of Service Section:

- Enter your MC Number, FF Permit, and/or Broker Numbers
- Check the Interstate and/or International (dHHG) check boxes
- Click the **Save** button.

After DPS saves your information, DPS determines other forms requirements. For this scenario, DPS determines that domestic insurance and performance bonds are required. A message indicating the required forms appears at the bottom of the *Type of Service* Page as illustrated in Figure 2-5.

The screenshot displays the 'Defense Personal Property System (DPS)' interface. The top navigation bar includes links like Home, Document Status, Qualifications Forum, TSPOP Form History, Tracking, DPS User Satisfaction, TSP Agency Regs, and Training. The main content area is titled 'TSP' and shows a form for 'ETOSSS' (Type of Service). The form includes fields for MC Number, FF Permit, and Broker Numbers. Below these, there are checkboxes for 'Interstate' and 'International'. A table at the bottom of the form lists various requirements, with columns for 'Status', 'Date Inactivated', 'Reinstatement Date', and 'Reason Inactivated'. A red box highlights a message at the bottom of the form: 'Domestic Insurance is needed for this Initial Program' and 'Performance Bond is needed for this Initial Program'. The 'Next Section' button is also highlighted with a red box.

Figure 2-5: ETOSSS Type of Service Section Messages

After you become an approved TSP, DPS notes any market-level sanctions imposed in the four columns shown in Figure 2-5: Status, Date Inactivated, Reinstatement Date, and Reason Inactivated. Click the **Next Section** button or select "TSP Processing Data" from the Show drop-down list to proceed to the next ETOSSS section.

2.2.2 TSP Processing Data Section

The TSP Processing Data section of the ETOSSS illustrated in Figure 2-6 is for you to provide identifying information about your business. Figure 2-6 is what you see after you click the **Edit** button.

The screenshot displays the 'Defense Personal Property System (DPS)' interface. At the top, there's a navigation bar with links: Home, Document Status, Qualifications Form, TSP Form History, Tracking, DPS User Satisfaction, TSP Agents, Regs, and Training. Below this is a sub-navigation bar with buttons: TSP Form History, TSP Form, TSP Form, Performance Eval, and TSP Form. The main form area is titled 'TSP Processing Data Section Edit View'. It contains several input fields and sections:

- Name of TSP:** A text field with the value '600-000-0000'.
- Business Address:** A section with fields for Street, City, State, and Zip.
- Employee's Internal Revenue Service Identification Number:** A text field with the value '123456789'.
- Physical Street Address:** A section with fields for Street, City, State, and Zip.
- Mailing Address:** A section with fields for Street, City, State, and Zip.
- Common and Telephone Number:** A text field with the value '(555) 555-1234'.
- Name of Holding Company/Voluntary Trust Company:** A text field with the value 'HOL'.

At the bottom of the form, there are buttons: Save, Cancel, Previous Section, and Next Section. The 'Save' button is highlighted with a red box.

Figure 2-6: ETOSSS TSP Processing Data Section Edit View

To Complete ETOSSS TSP Processing Data Section:

- Click the **Edit** button; the Edit view appears as shown in Figure 2-6
- Enter your information in the fields provided and then click the **Save** button.

You must enter “111-111-1111” within any required telephone number field (denoted with a red asterisk) that is not applicable. All qualification documentation submitted is treated as if the president, owner, or Chief Executive Officer (CEO) is personally verifying, agreeing to, signing, and submitting as they would with a non-electronic version. Any information DPS rejects is identified after you click the **Save** button.

2.2.3 Personnel Section

The Personnel Section of your ETOSSS is used to identify personnel, including: CEO, Chief Financial Officer (CFO), Vice President, Dispatcher, Treasurer, Secretary, Operations Manager, Director, and Trusted Agent. Anyone you add can be selected anywhere on your ETOSSS where individuals are

identified. A “President” title can only be established during ETA registration of a DPS user account (i.e., you cannot change a title within DPS to or from President). The only personnel that must be identified are two individuals other than Secretary or Treasurer (key personnel) who have at least three years of Personal Property shipping experience. The initial state of this page is illustrated in Figure 2-7.

The screenshot displays the 'Defense Personal Property System (DPS)' interface. The top navigation bar includes links for Home, Document Status, and Personnel. The main content area is titled 'Personnel' and contains a form for editing a selected record. The form fields include: Name (First, Last, Middle), Shareholder %, Partnership Interest, Reg Personnel %, Title, Other Title, Years of Experience, Work Phone, and Email Address. Below the form is a table listing all personnel records. The table has columns for Name, Title, Shareholder %, Partnership Interest, Reg Personnel %, Title, Other Title, Years of Experience, Work Phone, and Email Address. The first row is highlighted in yellow.

Name	Title	Shareholder %	Partnership Interest	Reg Personnel %	Title	Other Title	Years of Experience	Work Phone	Email Address
John Doe	President	100	0	100	President		4	(703) 555-1234	john.doe@etoss.com
Jane Smith	Treasurer	100	0	100	Treasurer		3	(703) 555-1234	jane.smith@etoss.com
Bob Johnson	Secretary	100	0	100	Secretary		3	(703) 555-1234	bob.johnson@etoss.com

Figure 2-7: ETOSSS Personnel Section

The Personnel section is divided into two portions:

- The upper portion of the page displays and allows editing of the personnel record selected within the lower portion
- The lower portion of the page is a list with one line/row for each of your personnel identified in DPS.

A TSP Master user ID with a President title automatically appears in the list of personnel when registered and can only be modified or removed by another TSP Master with a President title.

To add personnel to your ETOSSS Personnel section:

- Click the **New** button; blank fields appear in the upper portion of Personnel Section as shown in Figure 2-8

- Enter information into form fields and then click the **Save** button. Required fields are denoted with an asterisk.

Information you provide in the upper portion of the page is posted to the lower portion when saved. To subsequently change personnel information, select a record in the lower portion of the page and then click the **Edit** button in the upper portion of the page.

The screenshot displays the Defense Personal Property System (DPS) interface. The top navigation bar includes links for Home, Site Map, and Log Out. The main menu contains options like Home, Document Status, Ownership Forms, TSPOP Form History, Tracking, DPS User Satisfaction, TSP Agency Regs, and Training. The 'Ownership Forms' section is active, showing a list of forms with columns for Show, Form, and Date. The 'Personnel' section is highlighted, and a red box encloses the 'Min/Max' fields for 'First Name' and 'Last Name/First Initial'. A pop-up window titled 'http://dpsdweb2.dps.addr.army.mil' is open, showing a 'New' button highlighted in red. The 'Personnel' section also includes a table with columns for Min/Max, First Name, Last Name/First Initial, Phone Number, Shareholder?, Percentage of Shares Held, Partners?, Partnership Interest, Key Personnel?, Title, Other Title, Years of Experience, and Check Phone #.

Figure 2-8: ETOSSS Personnel Section Edit View

Most fields to identify personnel are self-explanatory; however, specifics worth noting are:

- ☒ **Shareholder** and ☒ **Partner**—Select check boxes to specify that the individual is a shareholder and/or partner; if both apply, the individual still appears only once in DPS

- **Key Personnel**—Select this check box to designate the person as “key” in your organization and who you are claiming to meet Families First industry experience requirements
- **Years of Experience**—A numeric entry that quantifies business tenure; i.e. years in business; DPS requires that you identify at least two key personnel (excluding the Treasurer and Secretary) who have at least three years experience in moving personal property (SDDC may request proof of experience including resumes and references)
- **Title**—You may specify as many titles that apply for each personnel; however, DPS requires that you indicate which is their primary title. Click the icon next to the Key Personnel Title field to initially select or update a person’s title(s). A dialog box appears in a new window as shown in Figure 2-8. Click the **New** button to add each title. Enter a title using the Title drop-down list or Other Title field within the dialog box shown in Figure 2-9 that appears and then click the **Save** button. Upon entry of a second or subsequent title, a check box appears within the dialog box to indicate if the title being entered is the primary title. You cannot change a title to or from President.

Figure 2-9: Personnel Title Specification Dialog Box

Other than the requirement to have at least one TSP Master with a President title, there is no other association between DPS user IDs and personnel; i.e. you can add and remove personnel within your list whether or not they have a DPS user ID.

2.2.4 ETOSSS Certification Section

2.2.4.1 Certification

The Certification Section is the last section of the ETOSSS and is used to certify that you will comply with Families First requirements and disclose any affiliations you have with other TSPs. The first part of the page is the Certification part, which consists of check boxes that appear when you click the **Edit** button beneath *Certification*. These affirm your compliance with program requirements, as shown in Figure 2-10. You must check all certification selections before submitting your ETOSSS. All except the last selection applies to all TSPs. Check the last checkbox if it applies. If you are an intrastate-only TSP, indicate this as shown in Figure 2-10; otherwise, the other selection applies.

Defense Personal Property System (DPS)

Home Site Map Log Out

Home Document Status **Outstanding Forms** TSPQR Form History Tracking DPS User Satisfaction TSP Agency Regs Training

Show: GWT, UTC, & Task Time Entry Wed, 13 Jun 2007 10:26:10 UTC Buttons: Overlays:

Certification

[Save](#) [Cancel](#)

I certify that I meet the specific Transportation Service Provider (TSP) Certification Requirements as indicated below; otherwise, approval will not be granted.

- ☒ I am a U.S. citizen and a resident of the United States, and I am at least 18 years of age.
- ☒ I am a U.S. citizen and a resident of the United States, and I am at least 18 years of age.
- ☒ I am a U.S. citizen and a resident of the United States, and I am at least 18 years of age.
- ☒ I am a U.S. citizen and a resident of the United States, and I am at least 18 years of age.
- ☐ I am a U.S. citizen and a resident of the United States, and I am at least 18 years of age.

Figure 2-10 : ETOSSS Certification Section—Certification Part

2.2.4.2 CFAC Affiliation

In addition to your certification statements, you must also disclose any affiliations you have with other TSPs; specifically, Common Financial and/or Administrative Control (CFAC) relationships. The ETOSSS Certification CFAC Affiliation part of the page is shown in Figure 2-11.

CFAC Affiliation

[Save](#) [Cancel](#)

For Informational:

☐ APPROVE E-ENTRY CARD FOR APPROVED AIRCRAFT AND PERSONS (CFAC) WITH ONLY ONE TO INFORMATIONAL AND E-ENTRY AFFILIATION. THIS ACTION WILL DISALLOW COUNTRY OF ORIGIN = USA FROM BEING QUALIFIED.

Enter each SCAC for each RBD Approved Informational Household Goods TSP(s):

[Add](#)

Before CFAC makes the check, approval will be legal. In addition, the person must also be a member of the company and be approved for the company. The company must be a member of the company and be approved for the company. The company must be a member of the company and be approved for the company.

For Networks:

☒ APPROVE E-ENTRY CARD FOR APPROVED AIRCRAFT AND PERSONS (CFAC) WITH ONLY ONE TO QUALIFY. THIS ACTION WILL DISALLOW COUNTRY OF ORIGIN = USA FROM BEING QUALIFIED.

Enter each SCAC for each RBD Approved Network Household Goods TSP(s):

[Add](#)

Primary	SCAC	Name	DOT Number
<input checked="" type="checkbox"/>	AAA	AAA Airways, Inc.	*****
<input type="checkbox"/>	AAA	AAA Airways, Inc.	*****

[FOR](#)

Figure 2-11: ETOSSS Certification Section—CFAC Affiliation Part

The CFAC Affiliation part is for you to disclose whether or not you are under a CFAC with any other DoD-approved Domestic or International Household Goods TSP. Select applicable checkboxes within the CFAC Affiliation part shown in Figure 2-11 to do so. Beneath each checkbox you select, click the icon to add dHHG and/or iHHG TSPs with whom you have an affiliation. Click the **New** button when each current list appears. A list of TSPs in DPS appears in a new window as shown in Figure 2-12.

	SCAC	Name	DOT Number
>	AAAA	AAAA FORWARDING, INC.	FF0765
>	AAAE	AAA Transfer & Storage, Inc.	
>	AAAS	AAA Systems, Inc.	FF0856
>	AADJ	Ameritrans International, Inc	FF001151
>	AAEK	AALCOTRANS, Inc.	MC209394
>	AAFI	ALL AMERICAN MOVING & STORAGE OF FAYETTEVILLE, INC.	MC458321
>	AAFQ	Allied Alliance Forwarding, Inc.	FF000910
>	AAHA	A ALPHA TRANSPORTATION INC	
>	AAKW	All Alaska Thru Van, Inc.	543136
>	<input checked="" type="checkbox"/> AALF	AALCO Forwarding, Inc.	FF000590

Figure 2-12: CFAC Member Selection Window

To add AALCO Forwarding, select the check box beside their Standard Carrier Alpha Code (SCAC) (AALF) and then click the **Add** button. The CFAC member(s) you add are transferred into your current list illustrated in Figure 2-13. You can locate a particular TSP by leading characters of any of the three columns. To find a TSP, select the column name within the Find drop-down list shown in Figure 2-12, enter leading characters within the Starting With field, and then click the **Go** button. Searches are case-sensitive.

Primary	SCAC	Name	DOT Number
<input checked="" type="checkbox"/>	AAAS	AAA Systems, Inc.	FF0856
<input type="checkbox"/>	AALF	AALCO Forwarding, Inc.	FF000590
<input type="checkbox"/>	ACEK	ACE VAN LINES, INC.	49910

Figure 2-13: CFAC Members Window

While viewing a current list, you can designate any of your affiliates as your primary identity or click the **New**, **Edit**, and **Delete** buttons to make subsequent changes as shown in Figure 2-13. The primary TSP you designate appears within the Certification Section. Click the **OK** button when you are finished.

2.2.4.3 Certification Statement

The certification statement is your company's electronic signature and must name a President. Click the **Edit** button beneath *Certification Statement* shown in Figure 2-14 to specify a name. A new window appears (not shown) with an icon for you to select someone identified as a President in your Personnel Section. The name is transferred into the Certification Section when you make a selection and click **Save**.

All qualification documentation submitted by a President is treated as if a President is personally verifying, agreeing to, signing, and submitting it.

2.2.5 Submitting ETOSSS

You can submit your ETOSSS after the first four sections are completed.

The screenshot displays the 'Defense Personal Property System (DPS)' interface. The top navigation bar includes links for Home, Site Map, and Log Out. Below this, there are tabs for Document Status, Qualification Forms, TSP/NIP Form History, Tracking, TSP User Submissions, TSP Agency Topics, and Training. The main content area contains two sections: 'Certification Statement' and 'Submission Status'. The 'Certification Statement' section includes a form with fields for 'First Name', 'Middle Name', and 'Last Name', and a 'Submit' button. The 'Submission Status' section shows a table with columns for 'Submission', 'Status', and 'Document Status'. The 'Submit' button in the 'Submission Status' section is highlighted with a red box. At the bottom of the page, a red box contains the text: 'If you are logging in as a user, you must be logged in as a TSP Master with a President title.'

Figure 2-14: ETOSSS Certification and Submission

To submit your ETOSSS, click the **Submit** button at the bottom of the form. The **Submit** button is enabled if logged into DPS as a TSP Master with a President title. Exceptions are reported at the bottom of the form, as illustrated in Figure 2-14. Return to sections of your ETOSSS where DPS reports exceptions and make adjustments. When finished, return to the Certification Section and then click the **Submit** button again.

After you successfully submit your ETOSSS, its status becomes *Not Required* on the *Document Status* page and *Submitted* within the Certification Section. Upon approval, statuses appear as: *Update as Necessary* and *Approved*, respectively.

2.2.6 SCAC Change Section

The SCAC Change Section, shown in Figure 2-15, is the last within the ETOSSS and allows you to reflect a change of SCAC or business name on your federal or state permit at any time during a program year after initial approval. DPS does not allow you to use this section of the ETOSSS to change your SCAC prior to initial approval. A SCAC or name change administered under this function is not to be confused with changes that must be reported using a Change of Ownership Novation or Name Change Notification form, which are described in Sections 5.3 and 5.4.

To submit a SCAC change after initial approval, check the ☒ **SCAC change** check box within the SCAC Change Section of your ETOSSS shown in Figure 2-15, enter your new SCAC and/or new business name, and then click the **Save** button.

Figure 2-15: ETOSSS SCAC Change Section

2.3 PREPARING CERTIFICATE OF INDEPENDENT PRICING (CIP)

The Certificate of Independent Pricing (CIP) is a company President's affirmation that rates submitted in response to SDDC rate solicitations will be provided without collaboration with other TSPs. The CIP form is required initially and annually to remain approved in any Families First program. The form appears, as shown in Figure 2-16, when you click the **GO TO FORM** button beside *CIP Form* on the *Document Status* Page and then click the **Edit** button at the top of the form.

[illegible]

Figure 2-16: Certificate of Independent Pricing Form —Terms and Conditions

After you review Paragraphs A and B, you must make one selection in Paragraph C indicating whether or not you are directly responsible for rate determination or if a third party is involved. Select the check box that applies and then click the **Save** button. The next sections of the CIP form (illustrated in Figure 2-17) are to identify your designated CIP principles and CIP submitter.

CIP - Designated Principals

First Name	Last Name
TestApp	TestApp
TestApp2	TestApp2

CIP - Submitter Details

TestApp

Last Name: TestApp First Name: TestApp

Organization: TestApp SCOP: TestApp

Submission Status

Submitter	Date Submitted
TestApp	TestApp

Submission Status

Process	Date Processed
TestApp	TestApp

Add **Remove** **Cancel** **Details** **Output**

THA **Organization**

http://localhost:8080/cip/submitter/submitter.html - Add Contacts - Add Contact Info and Email...

Name	First	Last	Starting with	Go	Cancel
TestApp	TestApp	TestApp	TestApp	TestApp	TestApp
TestApp	TestApp	TestApp	TestApp	TestApp	TestApp
TestApp	TestApp	TestApp	TestApp	TestApp	TestApp
TestApp	TestApp	TestApp	TestApp	TestApp	TestApp

OK **Cancel**

Figure 2-17: CIP Form Submission

To select CIP Designated Principals from your ETOSSS personnel:

- Click the **Add** button beside CIP – Designated Principals as shown in Figure 2-17
- Select check boxes identifying one or more individuals from the list that appears in a new window (also shown in Figure 2-17) and then click the **OK** button (use the scrolling and query functions as needed)
- After you save CIP Designated Principals, you can click the **Edit** button to change their titles as reflected on this form.

To add a new CIP Designated Principal:

- Click the **New** button beside CIP – Designated Principals
- Within blank fields that appear within the section (not shown), enter a last and first name, select or enter a title, and then click the **Save** button.

To specify a CIP Submitter:

- Click the **Edit** button within the CIP – Submitter Details Section; a list of names appears in a new window showing all of your personnel in DPS (the current submitter is highlighted if one has been designated)
- To designate principals, click the **New** button; a blank Last Name field appears within CIP – Submitter Details Section (not shown)
- Either enter the last name of a DPS user registered with a President title or click the icon opposite the Last Name field to select a name from a dialog box that appears in a new window and then click the **Save** button. Only a President (as established under ETA registration) can enter a submitter.

Your CIP must be submitted each year by a President prior to filing rates. By submitting this form, a President is agreeing to the terms of independent pricing.

2.4 PREPARING CERTIFICATE OF RESPONSIBILITY (COR)

The Certificate of Responsibility (COR) is a series of questions related to potential litigation and financial stability submitted by a President and is shown in Figure 2-18. This form is required initially and annually to remain approved in any Families First program. By submitting this form, the President is certifying the information submitted is complete and correct. The COR appears when you click the **GO TO FORM** button on the same row as *Certificate of Responsibility on Document Status Page*.

[illegible]

Figure 2-18: Certificate of Responsibility

To complete the COR form:

- Click the **Edit** button at the top of the COR Form and then respond to each question by selecting your responses from within each drop-down list; for those questions for which you respond **Yes**, enter an explanation in the text box below your response
- After you respond to all questions, click the icon beside the submitter field to select your submitter from the list of your personnel in DPS
- Click the **Save** button and then the **Submit** button located at the bottom of the page (shown in Figure 2-18).

2.5 DESIGNATING TSP REPRESENTATIVES

As a New Entrant, you need to designate representatives who must submit certain forms on your behalf. **TSP Agents/Reps** tab on the DPS menu shown in Figure 2-19 enables you to specify relationships with your representatives that you designate to affirm your qualifications. Use this function to also designate shipping agents, billing and rate filing representatives that you will utilize after qualifying.

Designation of representatives within DPS is accomplished by the Data Universal Numbering System (DUNS) number that must be provided when a TSP acquires their DPS user ID. The Agent/Representative Relationship section of the page used for this function shows your current list of designated representatives. To designate a representative, you must verify that they have a DPS user ID and obtain their DUNS number. If they do not have a DPS user ID, refer them to the Families First program on the SDDC Web site.

The *GBLOC* column does not apply to representatives involved with qualifications and as such, should always be left blank. Use this page to add and remove representatives.



Figure 2-19: Blank Agent/Representative Relationship Page

To designate TSP representatives:

- Click the **Add** button at the top of the Agent/Representative Relationship section of the page as shown in Figure 2-19; a DUNS Number dialog box appears in a new window, as shown in Figure 2-20, to identify a representative in DPS by their DUNS number
- In the DUNS Number dialog box, enter the DUNS number of the representative that you would like to designate and then click the **Go** button as shown in Figure 2-20
- If the representative's information returned is correct, select the check box beside the representative name and then click the **Pick** button shown in Figure 2-21.

The representative relationship is applied and it appears on your Agent/Representative Relationship page as shown in Figure 2-22.

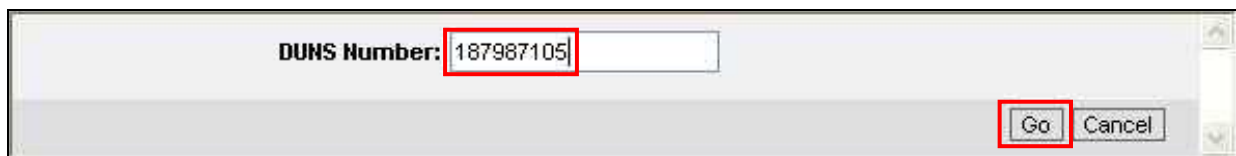


Figure 2-20: DUNS Number Dialog Box

Name	DUNS Number	GBLOC	Street Address	Suite	City	State	Zip Code
tsbo	187987105		4300 Fair Lakes Court		Fairfax	VA	22031

Figure 2-21: Representative Verification Dialog Box

Name	Type	DUNS Number	GBLOC	Street Address	Suite	City	State	Zip Code
tsbo	TSP	187987105		4300 Fair Lakes Court		Fairfax	VA	22031

Figure 2-22: Representative Added To Agent/Representative Relationship List

After you designate representatives, they are immediately able to work with your qualifications forms.

2.6 TSP REPRESENTATIVE INSTRUCTIONS

This section is for representatives designated by TSPs and describes how representatives submit required forms for TSP qualification. Therefore, representatives must have an ETA user ID with DPS access for their respective user roles. Forms that must be submitted by TSP representatives are:

- **Financial Statements.** Completed by Financial Representatives
- **Insurance Certificates.** Completed by Insurance Representatives
- **Performance Bonds.** Completed by Bond Representatives.

TSP representatives interact with DPS through a user interface that resembles the TSPs' version. As a TSP representative, click the **Agent Document Status** or **Agent Forms** tab on the DPS menu to access your list of TSPs that have setup a relationship with you in DPS.

2.6.1 Financial Representatives

The *Accounting Firm* Page shown in Figure 2-23 is for Financial Representatives who prepare Financial Statements for TSPs. The status of the Financial Form selected within the list (A & G Transportation) is *Not Started*, indicating the form is required and pending for their qualification during the current Open Season.

Defense Personal Property System (DPS)

Home | DPS Analytics | **Agent Document Status** | Agent Forms | Agent TSP Form History | DPS User Satisfaction | Consignment Guide | Training

Show: [Dropdown] | GMT: UTC - 7:00 Time: 10:11 PM, 11 Jun 2007 10:12:23 UTC | [Buttons] | Overlays: [Dropdown]

Financial Form

Name	DPS Agent No.
A & G Transportation	44272000

Address	State	City	Status	Age
54445 Park Lane Drive	TX	Fort Worth	Y	10/10/06

Modify

TSP	SCAC	Financial Form Status
A & G Transportation	AGNO	Not Started

Part I - Financial Certification

[Send Email]

Using the information provided on this page, you will be able to submit your financial statements to the DPS. This information is provided to the Family of the Submitter of financial statements to be used for the ongoing maintenance of the system.

System Description: [Dropdown] and [Dropdown]

Figure 2-23: Document Status for Financial Representatives

To access a TSPs Financial Form, click its name in the TSP column. The Financial Form as shown for A & G Transportation (SCAC: AGNO) appears in Edit View as shown in Figure 2-24.

Qualified third-party Financial Representatives must complete Financial Statements for all TSPs participating in Families First—initially and at the conclusion of each TSP fiscal year. SDDC may also require additional submissions. Submission can be made using audited or reviewed financial statements.

Defense Personal Property System (DPS)

Home | DPS Analytics | **Agent Document Status** | Agent Forms | Agent TSP Form History | DPS User Satisfaction | Consignment Guide | Training

Show: [Dropdown] | GMT: UTC - 7:00 Time: 10:11 PM, 11 Jun 2007 10:12:23 UTC | [Buttons] | Overlays: [Dropdown]

Financial Form

TSP

Name	SCAC	TSP Status
A & G Transportation	AGNO	Not Started

Part I - Financial Certification

[Edit] [Send Email]

Using the information provided on this page, you will be able to submit your financial statements to the DPS. This information is provided to the Family of the Submitter of financial statements to be used for the ongoing maintenance of the system.

System Description: [Dropdown] and [Dropdown]

Part II - Accountant Information

[Edit](#)

Accounting Firm: _____ Accounting Firm Phone Number: _____
 Address: _____
 State: _____ Accountant First Name: _____
 City: _____ Accountant Last Name: _____
 Zip Code: _____ Accountant Email Address: _____

Part III - Current Assets [New](#) [Edit](#) [Delete](#) [Cancel](#) [Save](#) [Print](#)

Asset Name: _____ Asset Value: _____

Part III - Current Liabilities [New](#) [Edit](#) [Delete](#) [Cancel](#) [Save](#) [Print](#)

Liability Name: _____ Liability Amount: _____

Balance Sheet Totals

[Edit](#)

Total Current Assets: _____ Total Current Liabilities: _____
 Total Liabilities: _____
 Total Equity: _____

Submission Status

Submission	Date Submitted	Document Status
Preparation	Date Prepared	Save

By submitting this form, you certify that the information provided is true and correct. The information provided in this form is used for the purpose of determining eligibility for the program. The information provided in this form is not to be used for any other purpose. The information provided in this form is not to be used for any other purpose. The information provided in this form is not to be used for any other purpose.

Figure 2-24: Financial Statement in Edit View

The Financial Statement has four sections:

- **Financial Certification Section.** Certifies that information within the Financial Statement was either reviewed or audited by the Financial Representative and whether or not the TSP meets all SDDC financial requirements. To currently qualify for participation in the program, TSPs must have a positive Quick Ratio of 1:1 or better and a positive Debt of Equity Ratio of 4:1 or less. SDDC requires that TSPs meet these standards at the time of application and maintain acceptable ratios while participating in the program. If a TSP fails to meet the required financial ratios during Open Season, an explanation must be provided in the Comments field. The TSPs fiscal year is also identified to establish when their Financial Certificate is to be renewed. Click the [Edit](#) button to provide your information and the [Save](#) button when finished.
- **Accountant Information Section.** Specifies certifying individual's name and firm. After initially entered, certain entries are retained for subsequent selection within drop-down lists maintained for your user ID. Click the [Edit](#) button to provide your information and the [Save](#) button when finished.
- **Current Assets/Current Liabilities Sections.** Identifies business assets and liabilities respectively. To add items to either list, click the respective [New](#) button, enter a name and value, and then click the [Save](#) button. Click the [Edit](#) or [Delete](#) button to affect a previously saved item.
- **Balance Sheet Totals.** A summary of all TSP assets and liabilities. Click the [Edit](#) button to provide your information and the [Save](#) button when finished. DPS does not reconcile figures entered in this section with current assets and liabilities in the previous section.

After you complete all sections, click the [Submit](#) button. If errors are detected with any of your entries, exception messages appear at the bottom of the page identifying discrepancies. Click the [Send eMail](#) button to send a message to the TSP.

2.6.2 Insurance Representatives

Insurance Representatives submit insurance certifications for TSPs. Insurance requirements vary based on types of service offered. There are three types of insurance for Families First programs—Domestic household goods, International household goods, and Mobile Home/Boat. Domestic insurance is illustrated here. See Sections 3.2.1 and 4.2 for examples of insurance certificates for the International and MOBO programs. Certificates of cargo liability must be executed by an insurer with a rating of “A-” or better in the *A.M. Best Key Rating Guide*.

A *Certificate of Cargo Liability Insurance* is required by TSPs to cover compensation for loss and/or damage to property while in their custody. Insurance Representatives must complete forms that DPS determines based on TSP services offered. Insurance certifications are presumed valid until cancelled.

An Insurance Representative can click the **Cancel** button associated with any current policy to give 30-day notice to the TSP and SDDC that it is being cancelled. When this occurs, email notifications are automatically sent to the TSP and SDDC. Under the program, TSPs must obtain replacement insurance before the effective date of cancellation to remain approved.

- Click *Not Started* in the Domestic Insurance Status column of the *Document Status* page in the same row as a TSP to access an outstanding domestic insurance form as shown in Figure 2-25.



Figure 2-25: Document Status Page

The Domestic Insurance Certificate appears. Click the **Edit** button (not shown) to access fields for entry of information identifying the actual insurance underwriter and policy parameters including coverage amounts as shown in Figure 2-26. Click the **Save** button when finished entering your information. For Domestic and International programs, the minimum cargo liability insurance coverage per shipment is currently \$50,000 per shipment and an aggregate amount of \$150,000.

The screenshot shows the 'Domestic Insurance' form within the Defense Personal Property System (DPS). The form is titled 'Domestic Insurance' and has a 'TSP' status of 'Proposed'. It contains several sections for data entry:

- Domestic Insurance:** Includes fields for 'Name of Insurance Company' (filled with 'Allstate'), 'Insurance Address' (filled with '2000 N. Lakeview'), 'TSP Address' (filled with '1000 N. Lakeview'), 'Name of Underwriter' (filled with 'Allstate'), 'Policy Number' (filled with '123456789'), 'Effective Date' (filled with '01/01/2000'), and 'Amount per Shipment' (filled with '\$100,000').
- Standard Carrier Alpha Code (SCAC):** Filled with '123456789'.
- Comments:** A large text area at the bottom for additional information.

Figure 2-26: Domestic Insurance Certificate

The Certificate of Cargo Liability Insurance also includes a statement affirming that the insurance underwriter will give a 30-day electronic notice of any changes, expiration, or cancellation of the policy which appears below what is shown in Figure 2-26. The 30-day notice begins on the date notification is actually received by SDDC.

After you enter and save your insurance information, click the **Submit** button at the bottom of the Domestic Insurance Certificate form (not shown) to submit the form for qualifying your TSP.

2.6.3 Bond Representatives

Bond Representatives provide information about Performance Bonds for TSPs within DPS. Bond requirements vary based on participation in the various Families First programs as indicated in their qualifications documents and do not apply to domestic HHG intrastate operations. Domestic Performance Bonds are illustrated here. TSPs must have a Bond Representative submit a “continuous until cancelled” bond for international and/or domestic interstate shipments.

A Bond Representative can click the **Cancel** button associated with any performance bond to give 30-day notice to the TSP and SDDC that it is being cancelled. When this occurs, email notifications are automatically sent to the TSP and SDDC. Under the program, TSPs must obtain a replacement performance bond and have their Bond Representative submit another certificate in DPS before the effective date of cancellation to remain approved.

From the *Document Status* page, click *Not Started* link within the Domestic Performance Bond Status column in the same row as a TSP as shown in Figure 2-27. The Domestic Performance Bond Page in which to enter bond information appears as shown in Figure 2-28.



Figure 2-27: Document Status for Bond Representatives

Figure 2-28: Domestic Performance Bond in Edit View

A Domestic Performance Bond consists of:

- A bond number
- Execution date
- The Bond Representative's identifying information (i.e., name, address, etc.)
- Amount of the bond
- Effective date.

The minimum bonding requirement for the Domestic Interstate program is the greater of \$50,000 or 2.5% of prior year DoD domestic interstate revenue. After you enter and save performance bond information, click the **Submit** button at the bottom of the form (not shown in Figure 2-28) to submit the form.

3 TSP QUALIFICATION FOR IHHG AND IUB PROGRAMS

The International Personal Property Program (referred to as the iHHG and iUB programs in this guide) includes shipments to, from, or between OCONUS locations. OCONUS includes U.S. territories, Hawaii, and parts of Alaska. The process for qualification under the international programs is the same as with the dHHG program except for a few minor differences in completing your ETOSSS and certifications that must be provided by your Insurance and Bond Representatives. Insurance and bonding are required for any participation with international programs. Refer to Section 2 for TSPQP requirements that pertain to all Families First programs, which include a CIP (section 2.3) and COR (section 2.4) form.

3.1 PREPARING ETOSSS

Whether you are preparing your ETOSSS for multiple programs or for the iHHG and/or iUB programs only, the steps are essentially the same and described in Section 2 for the dHHG program. The only difference is with the first (Type of Service) section described in Section 2.2.1. Follow the instructions for completing the remaining four sections and submitting the form described in Sections 2.2.2 through 2.2.6 for dHHG.

There are two check boxes within the Type of Service section of the ETOSSS that pertain to international programs—☒ **iHHG** and ☒ **iUB**. If you select either or both checkboxes, DPS requires that your Insurance and Bond Representative submit an International Insurance Certificate and International Performance Bond, respectively, i.e. they appear on your *Document Status* Page with a “Required” status until submitted.

To enroll in the iHHG and/or iUB program:

From the *Document Status* page

Document Name	Status	Action
ETOSSS	Required	GO TO FORM
CIP Form	Required	GO TO FORM
Domestic Insurance Form	Not Required	GO TO FORM
International Insurance Form	Not Required	GO TO FORM
Mobile Home/Trail Insurance	Not Required	GO TO FORM
Domestic Bond Form	Not Required	GO TO FORM
International Bond Form	Not Required	GO TO FORM
Financial Form	Required	GO TO FORM
Certificate of Residency	Required	GO TO FORM
Home Change Notification	Not Required	GO TO FORM
Change of Ownership Notification	Not Required	GO TO FORM

- Figure 3-1) opposite ETOSSS, click the [GO TO FORM](#) button; the Type of Service Section of your ETOSSS appears (**Error! Reference source not found.**).
- Click the [Edit](#) button (**Error! Reference source not found.**); fields into which you enter your information appear (Figure 3-3).

- Enter your MC Number, FF Permit, and/or Broker Numbers (enter “N/A” within any of these fields that do not apply) as illustrated in Figure 3-4.
- Select the iHHG and/or iUB check boxes as appropriate, as well as any other applicable checkboxes for other Families First programs, and then click the **Save** button (Figure 3-4).
- Proceed with instructions for completing the remaining sections and submitting your ETOSSS described in 2.2.2 through 2.2.6.

Note: Instructions on how to submit your CIP and COR forms are described in sections 2.3 and 2.4. For instructions on how to designate your representatives, refer to section 2.5

Defense Personal Property System (DPS)

Home | Site Map | Log Out

Home | Document Status | Qualifications Forms | TSPNP Form History | Tracking | DPS User Satisfaction | TSP Agents Reps | Training

Show: GWT: DTC: Task Time Entry: Work to Jan 2007 16:00:03 UTC

Filter: Overlook:

View: 1:00:00

TSP

History

Home - > Qualifications - > TSP

SEARCH - TSP

TSP Status:

Document Search

Forms with the word "Required" following them are required forms for the types of services that you have indicated in your FTOSSA.

FTOSSA:	Required	GO TO FORM
GP Form:	Required	GO TO FORM
Domestic Insurance Form:	Not Required	GO TO FORM
International Insurance Form:	Not Required	GO TO FORM
Mobile Home/Travel Insurance:	Not Required	GO TO FORM
Domestic Bond Form:	Not Required	GO TO FORM
International Bond Form:	Not Required	GO TO FORM
Financial Form:	Required	GO TO FORM
Certificate of Responsibility:	Required	GO TO FORM
Name Change Notification:	Not Required	GO TO FORM
Change of Ownership Notification:	Not Required	GO TO FORM

Figure 3-1: Document Status Page

Defense Personal Property System (DPS)

Home Site Map Log Out

Home Document Status Qualifications Forum TSPOP Forum History Tracking DPS User Satisfaction TSP Agents' Rous Training

Show: All GMT: UTC - Asia Time (HKT) - Wed, 13 Jun 2007 15:05:10 UTC Filter: Overview

TSP

Show: All

PIC Number TT Number Ranker Number

Status All

Info State

Info Inactivated

Mobile Number

Commercial Boat (Specialized Boat)

Next Section

Figure 3-2: ETOSS Type of Service Section

The screenshot displays the Defense Personal Property System (DPS) interface. At the top, there is a navigation bar with various menu items. The main content area shows the ETOSSS form. A red box highlights the top section of the form, which includes the PIC Number (123456), PI Number (987654), and Broker Number (12345). Below this, there is a section for selecting programs to participate in. The checkboxes for iHHG and iUB are both checked, and this section is also highlighted with a red box. At the bottom left of the form, there is a 'Show' button, which is also highlighted with a red box.

Figure 3-3: Type of Service ETOSSS Section for iHHG and/or iUB program

3.2 TSP REPRESENTATIVE INSTRUCTIONS

After a TSP submits its ETOSSS with the ☒ **iHHG** and/or ☒ **iUB** check boxes selected, its designated Insurance and Bond Representatives see that International Insurance and Performance Bond Certificates are required when they invoke *Document Status* on the DPS menu.

3.2.1 Insurance Representatives

Insurance Representatives fill out and submit Insurance Certifications for TSPs. Insurance requirements vary based on types of service specified on TSP ETOSSS forms. There are three types of insurance for Families First programs: Domestic household goods, International household goods, and Mobile Home/Boat (MOBO). International insurance is illustrated here. See Sections 2.6.2 and 4.2 for examples of insurance certificates for the Domestic and MOBO programs. Certificates of cargo liability must be executed by an insurer with a rating of “A-” or better in the *A.M. Best Key Rating Guide*.

A *Certificate of Cargo Liability Insurance* is required by TSPs to cover compensation for loss and/or damage to property while in their custody. Insurance Representatives must complete and submit forms that DPS determines based on TSP services offered. Insurance certifications are presumed valid until cancelled.

An Insurance Representative can click the **Cancel** button associated with any current policy to give 30-day notice to the TSP and SDDC that it is being cancelled. When this occurs, an email notification is automatically sent to the TSP and SDDC. Under the program, TSPs must obtain replacement insurance before the effective date of cancellation to avoid being inactivated. Click *Not Started* in the International

Insurance Status column of the *Document Status* Page in the same row as a TSP to access an outstanding International Insurance form as shown in Figure 3-4.

Figure 3-4: Document Status page for Insurance Representatives

The International Insurance Certificate looks like the domestic one shown in Figure 2-26 and consists of information identifying the actual insurance underwriter and policy parameters including coverage amounts. For Domestic and International programs, the minimum cargo liability insurance coverage per shipment is currently \$50,000 per shipment and an aggregate amount of \$150,000.

The Certificate of Cargo Liability Insurance also includes a statement affirming that the insurance underwriter will give a 30-day electronic notice of any changes, expiration, or cancellation of the policy. The 30-day notice begins on the date notification is actually received by SDDC.

After you enter and save your insurance information, click the **Submit** button at the bottom of the Domestic Insurance Certificate form to submit the form for qualifying your TSP.

3.2.2 Bond Representative

Bond Representatives provide information about Performance Bonds for TSPs within DPS. Bond requirements vary based on participation in the various Families First programs as indicated in their qualification documents and apply to all international operations illustrated here. See Section 2.6.3 for an example of a Domestic Performance Bond. TSPs must have their Bond Representative submit a “continuous until cancelled” bond for international shipments.

A Bond Representative can click the **Cancel** button associated with any performance bond to give 30-day notice to the TSP and SDDC that it is being cancelled. When this occurs, an email notification is automatically sent to the TSP and SDDC. Under the program, TSPs must obtain a replacement performance bond and have their Bond Representative submit another certificate in DPS before the effective date of cancellation to avoid being inactivated.

From the *Document Status* page, click *Not Started* within the International Performance Bond Status column in the same row as a TSP to prepare their bond certificate as shown in Figure 3-5.

The screenshot shows the Defense Personal Property System (DPS) interface. The top navigation bar includes links for Home, Agent Document Status, Agent License, Agent ID Card History, DPS Basic Information, Correspondent Center, and Training. The main content area is titled "Surety Firm" and displays the following information:

- Name:** NIRS Agency ID
- City:** (blank)
- Street Address:** (blank)
- Zip Code:** (blank)
- State:** (blank)
- City:** (blank)
- State:** (blank)
- Zip:** (blank)
- Available:** 1

At the bottom, there is a table with two columns: "Domestic Performance Bond Form Status" and "International Performance Bond Form Status". The table contains two rows of data:

	Domestic Performance Bond Form Status	International Performance Bond Form Status
1. 10/1/10	10/1/10	10/1/10
2. 10/1/10	10/1/10	10/1/10

Figure 3-5: Document Status page for Bond Representatives

A performance bond page in which to enter bond information appears; which is the same as the one shown for domestic bonds in Figure 2-28. An International Performance Bond consists of:

- A bond number
- Execution date
- The Bond Representative's identifying information (i.e., name, address, etc.)
- Amount of the bond
- Effective date.

For the International Program, the bond requirement is a minimum of \$100,000 or 2.5% of previous year's international DoD revenue—whichever is greater.

After you enter and save performance bond information (as shown in Figure 2-28), click the **Submit** button at the bottom of the page to submit the certificate.

4 TSP QUALIFICATION FOR MOBO PROGRAM

The MOBO Personal Property Program includes shipments of mobile homes/boats within CONUS using OTO rates. The process for qualification under the MOBO program is the same as with the dHHG program except for a few minor differences when completing your ETOSSS and certification that must be provided by your Insurance Representative. Mobile Home/Boat Insurance is required for the MOBO program; however, explicit bonding is not. Refer to Section 2 for TSPQP requirements that pertain to all Families First programs, which include a CIP (section 2.3) and COR (section 2.4) form.

4.1 PREPARING ETOSSS

Whether you are preparing your ETOSSS for multiple programs or for the MOBO program only, the steps are essentially the same and described in Section 2 for the dHHG program. The only difference is with the first (Type of Service) section described in Section 2.2.1. Follow the instructions for completing the remaining four sections and submitting the form described in Sections 2.2.2 through 2.2.6 for dHHG.

There are three check boxes within the Type of Service section of the ETOSSS that pertain to the MOBO program: ☒ **Mobile Home**, ☒ **Boats with trailers in Towaway service**, and ☒ **Commercial Boat (Specialized Hauling)**. If you select any of these checkboxes, DPS requires that your Insurance Representative submit a Mobile Home/Boat Insurance Certificate. Required certificates appear with a “Required” status until submitted.

To enroll in the MOBO program:

- From the *Document Status* page (Figure 4-1) in the row containing ETOSSS, click the **GO TO FORM** button; the Type of Service Section of your ETOSSS appears (Figure 4-2).
- Click the **Edit** button (Figure 4-2); fields into which to enter your information appear as illustrated in Figure 4-3.
- Enter your MC Number, FF Permit, and/or Broker Numbers. Enter “N/A” within any of these fields that do not apply (Figure 4-3).
- Select any or all of the MOBO check boxes along with any of the other applicable check boxes for other Families First programs and then click the **Save** button as illustrated in Figure 4-4.
- Proceed with instructions for completing the remaining sections and submitting your ETOSSS described in 2.2.2 through 2.2.6.

Note: Instructions on how to submit your CIP and COR forms are described in sections 2.3 and 2.4. For instructions on how to designate your representatives, refer to section 2.5.

Defense Personal Property System (DPS)

Home Document Status Qualifications Forms TSP Form History Tracking DPS User Satisfaction TSP Agents Regs Training

Show: GWT: UTC - 7:00 Time Left: Wed, 13 Jun 2007 15:05:12 UTC

Current Status:

ETOSS

Summary

Name: DOB: SCAC: TSP Status:

Document Status

Forms with the word "Required" following them are required forms for this type of service that you have indicated in your ETOSS.

ETOSS	Status	GO TO FORM
ETOSS	Required	GO TO FORM
GP Form	Required	GO TO FORM
Domestic Insurance Form	Not Required	GO TO FORM
International Insurance Form	Not Required	GO TO FORM
Marine Home/Boat Insurance	Not Required	GO TO FORM
Domestic Bond Form	Not Required	GO TO FORM
International Bond Form	Not Required	GO TO FORM
Financial Form	Required	GO TO FORM
Certificate of Responsibility	Required	GO TO FORM
Home Change Notification	Not Required	GO TO FORM
Change of Ownership Notification	Not Required	GO TO FORM

Figure 4-1: ETOSS Type of Service Section

Defense Personal Property System (DPS)

Home Document Status Qualifications Forms TSP Form History Tracking DPS User Satisfaction TSP Agents Regs Training

Show: GWT: UTC - 7:00 Time Left: Wed, 13 Jun 2007 15:05:12 UTC

ETOSS

Summary

Name: DOB: SCAC: TSP Status:

ETOSS GP Insurance International Insurance Certificate of Responsibility Bond Financial Home Change Notification

Show:

[Edit](#)

ETC Number: ET Number: Broker Number:

*State Participants of Incorporation Number (For Insurance Only):

Please check the program that you are applying to participate in:

Status	Date Inactivated	World War II	Warren Inactivated
Active			
Inactivated			
International	MMG: <input type="text"/>		
	UB: <input type="text"/>		
Multiple Names:			
Builder with a letter in the coverage section:			
Commercial Bond (Specialized Handling):			

[Edit](#) [Read Section](#)

Figure 4-2: ETOSS Type of Service Section

The screenshot displays the 'Defense Personal Property System (DPS)' interface. The top navigation bar includes links like 'Home', 'Document Status', 'Qualifications Forms', 'DPS-XP Form History', 'DPS Base Substitution', 'DPS Appeals Page', and 'Training'. The main content area is titled 'Type of Service ETOSSS Section for MOTO Program'. It contains several input fields: 'MHC Number' (with a dropdown menu), 'PT Number' (with a dropdown menu), and 'Broker Number' (with a dropdown menu). Below these fields, there is a section for 'Please check box for programs that you are applying to participate in'. This section includes checkboxes for 'Interstate', 'Intrastate', 'International', 'Mobile Home/Boat Insurance', and 'Commercial Real Estate Insurance'. The 'Mobile Home/Boat Insurance' and 'Commercial Real Estate Insurance' checkboxes are highlighted with red boxes. At the bottom of the form, there are buttons for 'Save', 'Cancel', and 'Print/Save'.

Figure 4-3: Type of Service ETOSSS Section for MOTO Program

4.2 TSP INSURANCE REPRESENTATIVE INSTRUCTIONS

Insurance Representatives fill out and submit Insurance Certifications for TSPs. Insurance requirements vary based on types of service specified on TSP ETOSSS forms. There are three types of insurance for Families First programs—Domestic and International household goods and MOBO. Mobile Home/Boat insurance required to participate in the MOBO program is illustrated here. See Sections 2.6.2 and 3.2.1 for examples of insurance certificates for domestic and international HHG programs. Certificates of cargo liability must be executed by an insurer with a rating of “A-” or better in the *A.M. Best Key Rating Guide*.

A *Certificate of Cargo Liability Insurance* is required by TSPs to cover compensation for loss and/or damage to property while in their custody. Insurance Representatives must complete and submit forms that DPS determines based on TSP services offered. Insurance certifications are presumed valid until cancelled.

An Insurance Representative can click the **Cancel** button associated with any current policy to give 30-day notice to the TSP and SDDC that it is being cancelled. When this occurs, an email notification is automatically sent to the TSP and SDDC. Under the program, TSPs must obtain replacement insurance before the effective date of cancellation to remain qualified. Click *Not Started* in the MOBO Insurance Status column of the *Document Status* page in the same row as a TSP to access their outstanding Mobile Home/Boat Insurance form as shown in Figure 4-4.

Figure 4-4:

Document Status Page for MOBO Insurance Representatives

Figure 4-5: Mobile Home/Boat Insurance Certificate

The Certificate of Cargo Liability Insurance also includes a statement affirming that the insurance underwriter will give a 30-day electronic notice of any changes, expiration, or cancellation of the policy that appears below what is shown in Figure 4-5. The 30-day notice begins on the date notification is actually received by SDDC.

After you enter and save your insurance information, click the **Submit** button at the bottom of the Domestic Insurance Certificate form to submit the form for qualifying your TSP.

5 FORM SUBMISSIONS AFTER OPEN SEASON

5.1 DOCUMENT STATUS AFTER QUALIFICATION PACKAGE (QP) SUBMISSION

Figure 5-1 illustrates a New Entrant's Document Status page with a complete TSPQP.

Defense Personal Property System (DPS)

Home | Document Status | Qualifications Forms | TSPQP Form History | TSP Agents

Show: Document Status | **QP1 - QP10 - Complete TSPQP** | Date: 15 Jun 2007 12:06:10 UTC | Reports | Queries: 'All TSP's'

Name: P & B TRUCKING INC | SEARCH: FRUIT

Document Status | 1 of 1

Menu

Forms with the word "Required" following them are required forms for the types of service that you have indicated in your LIOSSS.

Form	Status	Action
FTOSSS	Update as Necessary	GO TO FORM
QIP Form	Not Required	GO TO FORM
Domestic Insurance Form	Not Required	GO TO FORM
International Insurance Form	Not Required	GO TO FORM
Mobile Home/Road Insurance	Not Required	GO TO FORM
Domestic Bond Form	Not Required	GO TO FORM
International Bond Form	Not Required	GO TO FORM
Financials Form	Not Required	GO TO FORM
Certificate of Responsibility	Not Required	GO TO FORM
Name Change Notification	Not Required	GO TO FORM
Change of Ownership Notification	Not Required	GO TO FORM

Form Submission Status | Menu | Query

Form	Document Status	Submitter	Date Submitted	Processed	Date Processed
QIP	Submitted	Kay Ueda	05/16/2007		
QOR	Submitted	Tiny Bink	05/16/2007		
Domestic Bond	Submitted	James Lord	05/14/2007		
Domestic Insurance	Submitted	in-PSM Inc-NE	05/16/2007		
FTOSSS	Submitted	Kay Ueda	05/05/2007		
Financials	Submitted	Amman & Amman	05/16/2007		
International Bond	Submitted	James Lord	05/14/2007		
International Insurance	Submitted	in-PSM Inc-NE	05/16/2007		

Figure 5-1: Document Status Page with Complete TSPQP

Within a few minutes, the statuses of all documents within the Form Submission Status Section at the bottom of the page automatically change from *Submitted* to *Under Review* as shown in Figure 5-2. This indicates that your TSPQP has been forwarded to SDDC. Forms *Under Review* cannot be changed and must be resubmitted as new versions after SDDC accepts or rejects them if changes are necessary.

Form Submission Status | Menu | Query

Form	Document Status	Submitter	Date Submitted	Processed	Date Processed
QIP	Under Review	Kay Ueda	05/16/2007		
QOR	Under Review	Tiny Bink	05/16/2007		
Domestic Bond	Under Review	James Lord	05/14/2007		
Domestic Insurance	Under Review	in-PSM Inc-NE	05/16/2007		
FTOSSS	Under Review	Kay Ueda	05/05/2007		
Financials	Under Review	Amman & Amman	05/16/2007		
International Bond	Under Review	James Lord	05/14/2007		
International Insurance	Under Review	in-PSM Inc-NE	05/16/2007		

Figure 5-2: Document Status Page—TSPQP Under Review

5.2 TSPQP FORM MAINTENANCE

The remainder of this section covers maintenance of an approved TSPQP between Open Seasons—specifically, submissions permitted outside Open Season.

DPS controls the forms and types of form updates that can only be submitted during Open Season. As explained in previous sections, certain submissions cannot be made during other times of the year.

Submissions permitted only during Open Season are:

- **ETOSSS.** Required from all New Entrant TSPs during Open Season to become approved; TSPs can request approval in new/additional markets only via this form during Open Season
- **CIP.** Required from all TSPs during Open Season to become or remain approved
- **COR.** Required from all TSPs during Open Season to become or remain approved.

Additional submissions required from New Entrants' Representatives (who must submit them during Open Season) are:

- **Financial Certificate.** Required from all New Entrants
- **Insurance Certificate(s).** Required from all New Entrants
- **Bond Certificate(s).** Required from all New Entrants except intrastate-only.

Submissions permitted during or outside Open Season (i.e., at any time during the year) are:

- **ETOSSS.** To update any information except additional programs indicated within the Type of Service Section of the form; however, you can withdraw from (i.e., remove) programs at any time
- **Financial Certificate.** To provide updates required under program rules at the conclusion of your fiscal year and when requested by SDDC
- **Insurance Certificate(s).** To update policy information (including underwriter/representative) upon notice of cancellation and as otherwise needed
- **Bond Certificate(s).** To update bond information (including underwriter/surety Company) upon notice of cancellation and as otherwise needed
- **Name Change Notification.** When an amendment to your articles of incorporation changing your corporation name are finalized and cannot be submitted by New Entrants
- **Change of Ownership Novation.** When controlling interest/ownership of the company changes and cannot be submitted by New Entrants.

5.2.1 ETOSSS

You may submit an updated version of your ETOSSS at any time and as often as needed provided a version is not pending SDDC review and you are not indicating additional markets on a submission outside of Open Season. Your ETOSSS appears with a document status of “Update as Necessary” on the Document Status Page on dates outside Open Season when no changes are pending review. When you go to your current ETOSSS version, DPS permits you to make updates in the same manner as when entering your information during Open Season. After you save changes, DPS changes the document status to

“Required” and the **Submit** button within the ETOSSS Certification Section is activated. After you have made (and saved) all changes, go to the Certification Section and click the **Submit** button.

Unless you withdraw from a market, your current approvals should remain unchanged during and after your new ETOSSS version is under review. Upon submission of a new version, your previous ETOSSS version is archived in TSPQP Form History for long-term future reference by you and SDDC.

5.2.2 Financial Certificate

A Financial Certificate is a required element within all New Entrant TSPQPs and should normally reflect financials from the most recently concluded fiscal year. As such, program rules require that this form be kept current with annual updates at the end of each TSP fiscal year as well as SDDC request, which could occur at any time. DPS sends email notifications to TSPs and their Financial Representatives 30 days prior to the conclusion of a fiscal year (as indicated within the current Financial Certificate) and when updated financials are otherwise requested/required. At the conclusion of a TSP fiscal year, DPS changes the status of expiring Financial Certificates to “Re-Certify.” To remain approved, the Financial Representative designated by the TSP must resubmit the form within 90 days.

5.2.3 Insurance and Bond Certificates

Insurance forms are required submissions within all New Entrant TSPQPs. Except for intrastate-only TSPs, all must also initially secure and maintain domestic and/or international performance bonds at all times. Under the TOS agreement, insurance and bond certificates are presumed valid until cancelled (i.e., indefinitely).

An insurance or bond representative can cancel coverage at any time provided they give 30-day notice to their TSP and SDDC. A TSP given such notice must secure replacement coverage before the effective date of cancellation to remain qualified. Replacement coverage can be obtained through the same or different representative provided the parameters meet program requirements and a new certificate is submitted and approved before the existing coverage expires.

A TSP can also terminate or not renew an insurance policy or bond provided there is no lapse in coverage. In any scenario involving a change with insurance or bond carriers, there will likely be an old and new certificate in DPS with potentially overlapping effective dates during a short period of time.

5.2.3.1 Representative Initiated Termination

To give notice of insurance or bond cancellation, a TSP representative must log in to DPS and go to the insurance or bond certificate being cancelled as described in Sections 2.6.2 and 2.6.3. At the bottom of the certificate, provide a brief comment opposite Cancellation Reason and then click the **Cancel** button. DPS immediately sends an email notification to the TSP and SDDC and the certificate immediately goes into a “Cancel Pending” status, which fulfills the 30-day notification requirement. The **Submit** and **Cancel** buttons are both disabled when notice is given in DPS. While in this status, a certificate can be updated and resubmitted by any respective insurance or bond representative the TSP has designated. This allows coverage to be reinstated by the existing carrier or replaced by a new one by submitting an updated version of the certificate pending cancellation.

When a representative begins saving updates to reflect reinstated or new coverage, the document status is “In Progress” and the **Submit** button is enabled. After they complete all updates and click the **Submit** button, the document goes into “Submitted” status and then shortly afterward, “Under Review” status, at which time, no further changes can be made until SDDC either accepts or rejects the form. If SDDC rejects

the form, the same or different representative may make another round of changes and submit an updated version. All form versions submitted by representatives are retained in the DPS TSPQP Form History.

5.2.3.2 TSP Initiated Termination

There is no fundamental difference in the way DPS handles a termination of an insurance policy or bond that is initiated by a TSP instead of their representative; in fact, a TSP can request that its representative give notice of cancellation in DPS and proceed as described in Section 5.2.3.1. Assuming a TSP would not be overly eager to notify its existing carrier until an underwriting decision has been finalized with a new one, an existing insurance or bond certificate would be in “Approved” status when such notice is given.

DPS does not require that an insurance or bond certificate be cancelled before a replacement certificate can be submitted; therefore, a representative can begin preparing a new certificate/version in DPS at any time after the TSP makes a new/additional designation enabling the new representative to access their forms. To prepare a replacement certificate, the representative must login to DPS and access the form to be replaced as described in Sections 2.6.2 and 2.6.3. The representative must then click the **Edit** button and then provide and save new information within the respective sections to be updated. The **Submit** button at the bottom of the form is enabled when any changes are saved.

When finished making updates, the representative clicks the **Submit** button. The document goes into “Submitted” status and then shortly afterward, “Under Review” status, at which time, no further changes can be made until SDDC either accepts or rejects the form. If SDDC rejects the form, the same or a different representative may make another round of changes and submit an updated version. All form versions submitted by representatives are retained in the DPS TSPQP Form History.

5.3 NAME CHANGE NOTIFICATION

Under the TOS agreement, TSPs must notify SDDC whenever an amendment to articles of incorporation is finalized that change the corporation name. Such change requires a special DPS form that SDDC must review and approve. A *Name Change Notification* can be submitted by any TSP at any time except that New Entrants cannot submit this form prior to initial approval. The form is accessible via **Document Status** and **Qualification Forms** on the DPS menu.

Click Name Change Notification from the qualifications menu within either of these DPS functions to access the form. When the form appears, click the **Edit** button at the top of the form. Provide the exact name and effective date as shown on your new certificate of incorporation within the respective fields at the top of the form and then click the **Save** button. Your entries are retained and the form immediately goes into an “In Progress” status. After you have verified your entries and agree to comply with other requirements, terms, and conditions stated on the form, click the **Submit** button at the bottom of the form.

After you click the **Submit** button, the document goes into “Submitted” status and then shortly afterward, “Under Review” status, at which time, no further changes can be made until SDDC either accepts or rejects the form. If SDDC rejects the form, you may make changes again and submit an updated version. All form versions submitted are retained in the DPS TSPQP Form History.

5.4 CHANGE OF OWNERSHIP NOVATION

A change of TSP ownership is another situation that requires formal notification as well as acceptance of terms and conditions by the new owner. The new owner must submit a Change of Ownership Novation as soon as practical after an official transaction date is known. A Change of Ownership Novation is a DPS

form that can be submitted by any TSP at any time except that New Entrants cannot submit this form prior to initial approval. The form is accessible via **Document Status** and **Qualification Forms** on the DPS menu.

Click Change of Ownership Novation from the page menu within either of these DPS functions to access the form. When the form appears, click the **Edit** button at the top of the form. Provide entries for each of the nine fields used to describe the change of ownership transaction and then click the **Save** button. Your entries are retained and the form immediately goes into an “In Progress” status. You can return to the form to complete or revise any of the information while in this status. After you have verified your information and agree to comply with other requirements, terms, and conditions stated on the form, click the **Submit** button at the bottom of the form.

After you click the **Submit** button, the document goes into “Submitted” status and then shortly afterward, “Under Review” status, at which time, you can make no further changes until SDDC either accepts or rejects the form. If SDDC rejects the form, you may make changes again and submit an updated version. All form versions submitted are retained in the DPS TSPQP Form History.

APPENDIX A**ACRONYMS**

<u>Acronym</u>	<u>Description</u>
BOTO	Boat One-Time-Only
CEO	Chief Executive Officer
CFAC	Common Financial and/or Administrative Control
CFO	Chief Financial Officer
CIP	Certificate of Independent Pricing
CONUS	Continental United States
COR	Certificate of Responsibility
DCN	Document Control Number
dHHG	Domestic Household Goods
DoD	Department of Defense
DOT	U.S. Department of Transportation
DPS	Defense Personal Property System
DUNS	Data Universal Numbering System
ETA	Electronic Transportation Acquisition
ETOSSS	Electronic Tender of Service Signature Sheet
FF	Freight Forwarder
HHG, HHGS	Household Goods
ID	Identifier
iHHG	International Household Goods
iUB	International Unaccompanied Baggage
JPMO	Joint Program Management Office
MC	Motor Carrier
MOBO	Mobile Home/Boat
MOTO	Mobile Home One-Time-Only
OCONUS	Outside Continental United States
OTO	One-Time-Only
SCAC	Standard Carrier Alpha Code
SDDC	Military Surface Deployment and Distribution Command
TOS	Tender of Service
TSP	Transportation Service Provider
TSPQP	TSP Qualification Package
U.S.	United States
USTRANSCOM	United States Transportation Command